ODP-83-7194

3 OCT 1983

MEMORANDUM FOR: Director of Training and Education

STAT   FROM:

Director of Data Processing

SUBJECT: Audio/Visual Support for TADS Programmers Course

1.   This Office is supporting the presentation of a programming course for the Technical Analysis and Display System (TADS). The course is being presented at the contractor's (TRW) facility in McLean to about 20 contractor and OSWR staff programmers. Arrangements were made with P&PD to provide audio/visual taping support during the two week long lectures beginning on 19 September. The second week, scheduled to begin, 26 September, was delayed one week due to a death in the instructor's family. P&PD was unable to reschedule an individual to provide continued audio/visual taping support for the second week (beginning 3 October).

2.   The TADS Project Manager subsequently contacted
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STAT   of your office to determine whether OTE could provide us assistance. [   ] explained that such support was beyond the normal scope of OTE responsibilities, and such support should be requested directly of you. Our request to
STAT [   ] was for one person to support the audio/visual taping for five days from 0830 to 1200, beginning 3 October. The contractor will provide the equipment and tapes.

3.   I realize this is an unusual request, and is, unfortunately, somewhat after the fact. Your continued assistance in this effort is requested.

/s/ Gail

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ODP/SSD, _____ (30 Sept 83)

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